

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.  
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

OPEN SPOT EXAMINATION FOR:

VETERANS HOME OF CALIFORNIA – CHULA VISTA (SAN DIEGO COUNTY)

HEALTH RECORD TECHNICIAN I \$2551.00 - \$3103.00  
HEALTH RECORD TECHNICIAN II, Supervisor \$2856.00 - \$3472.00

HOW TO APPLY: Applications (Form 678) must be postmarked no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

SUBMIT APPLICATIONS TO: CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
Human Resources Division  
1227 “O” Street, Room 402  
Sacramento, CA 95814  
ATTENTION: Jason Drenik

Submit applications only to address indicated above. Do not submit to the State Personnel Board.

FINAL FILING DATE: January 25, 2007

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination.” You will be contacted to make specific arrangements.

It is anticipated that this exam will be held during February 2007

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All competitors must meet the education and/or experience requirements by the final filing date.

NOTE: All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title.  
Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the requirement time Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS FOR ALL LEVELS:

Education Requirements: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) AND

HEALTH RECORD TECHNICIAN I

Either I

One year of California state service clerical experience which includes training and supervised work experience in the procurement and processing of health data.

Or II

Two years of clerical experience in the medical or health records section of a health facility. (Successful completion of an academic curriculum in medical records science in an accredited school may be substituted for the required general experience on a year-for-year basis.)

HEALTH RECORD TECHNICIAN II (SUPERVISOR)

Either I

Two years of experience in the California state service performing the duties of a Health Record Technician I

Or II

Four years of increasingly responsible medical or health records experience, performing a variety of tasks including at least two years of coding, indexing, and abstracting health data. (Successful completion of an academic curriculum in medical records science in an accredited school may be substituted for the required general experience on a year-for-year basis.)

THE POSITION:

Health Record Technician I: is the general entry level into this series and the journey person level for persons assigned specifically to coding or other comparable health record processing functions. Under close supervision, works with relatively structured records; and learns the principles of health data processing including detailed coding and basic abstracting.

Health Record Technician II (Supervisor): is the first supervisory level in the series. Incumbents supervise five or more persons doing routine coding work; review prepared abstracts for completeness, clarity and quality of content; assist in the training and instruction of records personnel in facilities providing data; may write reports of findings; and other related duties.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION		
HEALTH RECORD TECHNICIAN I (1869)	6VA38-01	FINAL FILING DATE: JANUARY 25, 2007
HEALTH RECORD TECHNICIAN II-SUP (1887)	6VA38-02	

**EXAMINATION INFORMATION:** This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**QUALIFICATION APPRAISAL – Weighted 100.00%**

**SCOPE:**  
Health Records Technician I and Health Records Technician II are classes involved in a wide range of health record processing functions. Incumbents abstract, code, collate, and review data from medical records, laboratory records, vital records, and other related sources. Work assignments are varied and may require both office work in departmental health data programs and fieldwork in hospitals, doctors’ offices, outpatient clinics, and other facilities.

In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interviews will be on measuring competitively, relative to job demands, each competitor’s:

**Health Record Technician I**

- A. Knowledge of:**
- 1. Basic medical terminology, human terminology and human anatomy.
  - 2. Health record systems and methodology used by health facilities.
  - 3. Classification of morbidity and mortality information for statistical purposes.
- B. Ability to:**
- 1. Understand and conform to specific basic principles and rules of health data abstracting and coding.
  - 2. Meet and deal tactfully with the public.
  - 3. Communicate effectively.
  - 4. Benefit from academic and in-service training and job experience.

**Health Record Technician II (Supervisor)**

- A. Knowledge of:**
- 1. All of the Above
  - 2. Various record systems used by health facilities.
  - 3. Diagnostic techniques and modes of therapy as well as gross anatomy and medical terminology.
  - 4. An understanding of the principles of effective supervision and maintenance of good public relations.
  - 5. A supervisor’s role in the Equal Opportunity Program objectives and the processes available to meet Equal Opportunity Program objectives.
- B. Ability to:**
- 1. All of the Above.
  - 2. Analyze situations accurately and take effective action.
  - 3. Plan, organize, train and direct the activities of a group of health record technicians.
  - 4. Effectively contribute to the Department’s Equal Employment Opportunity Program objectives.

**ELIGIBLE LIST INFORMATION:** The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Home of California, Chula Vista.

**VETERANS PREFERENCE:** Veterans’ Preference credits will be added to the final score of all competitors who are successful in these examinations and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996. VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.

**GENERAL INFORMATION**

**It is the candidate’s responsibility** to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice. **For an examination** without a written feature it is the candidate’s responsibility to contact the California Department of Veterans Affairs, Human Resources Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a **candidate’s notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Location: When** a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1)subdivisional promotional, 2)departmental promotional, 3)multidepartmental promotional, 4)servicewide promotional, 5)departmental open, 6)open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans’ credits. California law limits the granting of veterans preference credit to entrance examinations. When credit is granted it is as follows: 10 points for veterans and windows of veterans: 15 points for disabled veterans. Directions for applying for veteran’s preference are on the Veterans Preference Application form, which is available from the State Personnel Board office, on the Internet, and through the Department of Veterans Affairs at P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

**TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.**